

BDAC Support, Development and Training

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You may be aware that the BDAC recently organised some training on Emergency First Aid for allotments. This was well received so we are now thinking of offering more on a range of topics. This could be in the form of workshops open to anyone put forward by an Association or Site or it could be other approaches – see below for suggestions.

It would be helpful if you could let us know if this would be of interest to you and other people involved in running your Association and looking after your site. Depending on the response, the BDAC will then aim to organise what will be of most benefit and interest.

Your name.....

The name of your Association and Site.....

Are you on the Committee of your Association and if so, what is your role

Secretary Chairperson Treasurer Member of Committee

Are you filling this questionnaire in on behalf of your Committee? Yes

No

If no, will you talk to other Committee members or people who may be willing to join the Committee if they had access to support, information and training?

Yes No Yes, but not until our next meeting on.....

Contact email for anything to do with this questionnaire.....

Contact phone number.....

PAGE 2 TOPICS

There are many topics which may be of interest to you and other people on your Committee or in your Association. It's not realistic to think you can fit all of them in, so can you say which may be of most interest. Bear in mind there are lots of different ways to find things out and learn – you can say which would suit you best on the next page.

Respond as follows:

Put X in

1 = This is of no interest **2** = Interested if time available **3** = Interested but not priority **4** = Very interested **5** = Essential & urgent

Topic	1	2	3	4	5
Allotment associations – What makes for an effective and successful association – How to consult, communicate and encourage co-operation on a site					

Committees – how they can function well and share the work that needs doing. Essential and optional roles and responsibilities					
Meetings – how to run meetings that are productive. Being accountable to members on the site.					
Officer roles – Chairperson, Secretary, Treasurer & other roles. Being clear who does what and building a team that gets things done					
Reviewing your constitution and setting up an incorporated body which could give more protection to committees eg a registered co-op					
Planning and funding your site repairs and improvements. How to develop projects and secure grants from charitable & company trusts and other sources					
Looking after the money – membership, keeping accounts - the Treasurer’s role					
Generating income on your site – Setting up and running a site shop or store, Kings Seeds orders,					
Organising events and activities, including fundraising for them. Activities which involve families, friends and the wider community					
Organising competitions and displays					
How to judge – vegetables & fruit, flowers, plots					
Communication & promotion: setting up and use of social media for sites – Facebook, WhatsApp etc					
Making links with organisations and groups, and renting plots to them. Do’s and don’ts for “non-standard tenancies”					
Rules and Policies for associations. eg Health and safety, Lettings, Equality and Diversity, Safeguarding – what do you need on your site?					
Handling problems and keeping the Rules – lettings, boundary/neighbour disputes. Handling complaints and grievances					
Non-cultivation and how to deal with this					
Sheds, polytunnels and greenhouses. Committees overseeing the siting, building and source of materials for structures on plots					

How to grow: eggs Vegetables, Flowers, Dahlias, Sweet Peas, Container growing, Growing in polytunnels and greenhouses etc					
Working with nature: wildlife-friendly sites and plots					
Recycling, repurposing and cutting waste					
Promoting Good gardening practices – eg crop rotation, water conservation, composting/leaf mould, use of wood chippings, use of organic & chemical products					
No-dig gardening					
Any other ideas?					

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Preferences for how you could access support, development and training

People learn in lots of different ways, so what would work best for you and others?

The BDAC could help by facilitating not just **face-to-face sessions** (eg for between 6 and 20 people from different associations OR an ‘in-house’ session just for your association/committee), but a variety of other approaches. Some may suit new/inexperienced people on committees to enable them to become more confident quickly if they decide to get involved. Other approaches may suit seasoned people keen to get to grips with specific issues. Some require you to have a smartphone or computer with internet access, so some people might need help in getting access using these methods.

In the table below, give your general preferences but you can tick more than one box if you’re flexible.

Options Put X in **1** if you wouldn’t use this option **2** = Not sure, haven’t tried it **3** = Maybe, give it a go **4** = Okay, would probably try this approach **5** = Definitely, my preferred way of learning new things

Approach	1	2	3	4	5
Face to face – sessions with people from different associations – share experience					
Face to face – in-house sessions for association committee members on agreed topic(s)					
On-line: bite sized sessions via BDAC website (to include text, diagrams, photos) which could be accessed at any time					
DVDs: can include text, photos, diagrams, videos					

On-line: You-tube videos with a presenter – demonstrations, explanations, diagrams, photos (these may already be available from various sources)					
On-line: Zoom sessions or webinars on a set day/time					
Guidance notes on a topic – available on request by email					
Talking to someone experienced in topic on phone or face to face					
Having a 'mentor' eg a new Committee officer has regular contact & advice from someone experienced in that role on another site OR					
Visiting a site with experience of topic, talking to committee people there					
Having a peer support group to talk to, communicate via emails, WhatsApp group etc (could be based on people met at workshops)					
BDAC half- or one-day Conference – 1-2 hr workshops on different topics					
Other ideas – what?					

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How far would you be prepared to travel for a face to face course? Tick all that apply

Up to 1 mile	2-3 miles	4-5 miles	5-10 miles (eg other side of Birmingham)	Depends on whether accessible by bus or train

Do you think your association would be willing to pay for face to face sessions, if it was a reasonable cost (say £10 per person)?

Yes No

Do you have a building (room plus kitchen facilities and toilet) suitable for workshop sessions and would you be willing to 'host' a workshop open to other associations, if the costs of doing so are reimbursed?

Yes No